

**SECRET**

Agency

FY 1968 - Report on Records  
(Cubic Feet)

HQ Offices	On Hand 1967	On Hand 1968	FY - 1968		
			Destroyed	In Rec. Ctr. (Inactive Records)	No. of Reels of Mag Tape
DCI	1,971.3	2,689.	5,321.	1,284.	0
DDI	124,653.0	121,314.3	17,593.	17,502.	4,174.
DDS	40,633.5	40,046.9	6,164.2	22,235.	1,050.
DDP	39,166.	45,502.	11,000.	22,822	3,619.
DDS&T	<u>10,431.4</u>	<u>11,901.0</u>	<u>1,668.5</u>	<u>3,304.</u>	<u>13,370.</u>
Totals	216,855.2	221,453.2	41,746.7	67,147.0	22,213.

DDS	1,919.5	1,718.3	6,125.2
DDI	9,097.7	6,458.0	634.0
DDP	<u>234.0</u>	<u>79.5</u>	
Totals	11,251.2	8,255.8	7,671.2

Total	3,989.	21,785.
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Agency Totals	232,095.4	251,494.0	49,417.9	67,147.0	22,213.
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**SECRET**

SECRET

O/DDS

FY 1968 - Report on Records  
(Cubic Feet)

FY - 1968

Component	On Hand 1967	On Hand 1968	Records	Ref.	Destroyed	In Rec. Ctr.	No. Reels of Mag Tape
O/DDS	188.	213.	209.	4.	46.	73.	-
SSS							
IPS	100.	197.5	174.3	23.2	23.8	--	
RAB	65.	78.	58.	20.	25.	--	
Regs.	87.8	90.9	84.9	6.	3.	--	
Commo	5,745.	4,075.	8,897.	178.	856.	626.	1,050
Sec Hq	13,299.	13,174.	12,867.	307.	617.	2,969.	
Personnel	3,275.6	3,492.2	3,220.2	272.	325.	2,481.	
Log Hq	5,235.1	4,823.3	3,553.3	1,270.	1,287.8	2,893.	
Finance	4,634.	4,059.5	3,731.5	328.	1,166.6	11,586.	
Training	7,154.	8,236.	5,222.	3,014.	1,747.	610.	
Medical	850.	1,607.5	1,266.	341.5	67.	976.	
<b>Total</b>	40,633.5	40,046.9	34,283.2	5,763.7	6,164.2	22,235.	1,050
	1,186. 733.5	854. 864.3	598. 783.3	256. 81.	6,068. 57.2		
	1,919.5	1,718.3	1,381.3	337.	6,125.2		
<b>Totals</b>	42,553.0	41,765.2	35,664.5	6,100.7	12,289.4	22,235.	1,050

O/DCI

FY 1968 - Report on Records  
(Cubic Feet)

Component	FY - 1968						
	On Hand 1967	On Hand 1968	Records	Ref.	Destroyed	In Rec. Ctr.	No. Reels of Mag Tape
Ex. Regis.	66.	75.	75.	--	180.	55.	--
Insp. Gen.	81.	<del>174.</del> 77	<del>108.</del> 71	<del>66.</del> 6	<del>7</del>	12.	--
Audit	181.	169.	142.	27.	15.	--	--
OGC	65.	67.	67.	--	7.	58.	--
PPB	322.	280.	273.	7.	42.	19.	--
Leg. C.	146.3	174.	108.	66.	--	79.	--
Cable Sec.	450.	525.	525.	--	2,500.	690.	--
ONE	660.	661.	445.	216.	2,565.	77.	--
	1,971.3	2,125.	1,743.	382.	5,309.	990.	0
NSC.	--	--	--			224.	
HS.	--	70.	7.	63.	6.	15.	
PA.	--	494.	494.	--	6.	55.	
Total	1,971.3	2,689.	2,244.	445.	5,321.	1,284.	0

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TRANSMITTAL SLIP		DATE
TO: Rita		8/21
ROOM NO.	BUILDING	
REMARKS		
<div style="background-color: black; width: 200px; height: 30px; margin: 10px 0;"></div> <p style="margin-left: 150px;">on hand 1968</p> <p>Hist. Stf. - 7' in safes 45 on shelves 71' 5x8 cards = 18' destroyed 6"</p> <p>Sub. Off. 494' on hand. 6 destroyed.</p> <p>Dave will send reports</p>		
FROM: 8/21 R.D.		
ROOM NO.	BUILDING	EXTENSION

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O/DDST

FY 1968 - Report on Records  
(Cubic Feet)

Component	On Hand 1967	On Hand 1968	Records	Ref.	FY - 1968		No. of Reels of Mag Tape
					Destroyed	In Rec. Ctr.	
O/DDST (Incl. Spint)	436.3	427.	367.0	60.0	42.	59.	
FMSAC	1,533.	1,266.	1,071.0	195.	138.	1,172.	
OSI	2,388.6	3,088.5	1,232.5	1,856.	295.5	1,216.	--
OCS	1,724.	1,545.	1,025.	520.	224.	35.	9,500.
OSA	1,532.5	1,857.	1,600.	257.	200.	494.	--
OEL	1,001.	1,505.	1,122.	383.	103.	154.	3,700
ORD	1,417.	1,425.	699.	726.	576.	31.	170.
OSP	399.	787.5	676.	111.5	90.	143.	--
	10,431.4	11,901.0	7,792.5	4,108.5	1,668.5	3,304.	13,370. reels

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O/DDS

FY 1968 - Report on Records  
(Cubic Feet)

FY - 1968

Component	On Hand 1967	On Hand 1968	Records	Ref...	Destroyed	In Rec. Ctr.	No. Reels of Mag Tape
O/DDS	188.	213.	209.	4.	46.	73.	-
SSS							
IPS	100.	197.5	174.3	23.2	23.8	--	
RAB	65.	78.	58.	20.	25.	--	
Regs.	87.8	90.9	84.9	6.	3.	--	
Commo	5,745.	4,075.	3,897.	178.	856.	626.	1,050
Sec Hq	13,299.	13,174.	12,867.	307.	617.	2,969.	
Personnel	3,275.6	3,492.2	3,220.2	272.	325.	2,481.	
Log Hq	5,235.1	4,823.3	3,553.3	1,270.	1,287.8	2,893.	
Finance	4,634.	4,059.5	3,731.5	328.	1,166.6	11,586.	
Training	7,154.	8,236.	5,222.	3,014.	1,747.	610.	
Medical	850.	1,607.5	1,266.	341.5	67.	976.	
STATINTL							
Hqt Total	40,633.5	40,046.9	34,283.2	5,763.7	6,164.2	22,235.	1,050
	1,186.	854.	598.	256.	6,068.		
	733.5	864.3	783.3	81.	57.2		
Fld Total	1,919.5	1,718.3	1,381.3	337.	6,125.2		
Totals	42,553.0	41,765.2	35,664.5	6,100.7	12,289.4	22,235.	1,050



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**CONFIDENTIAL**

RMS-M-68-058  
19 July 1968

MEMORANDUM FOR: Chief, Support Services Staff-DDS/  
Records Administrative Branch

FROM : Chief, Records Management Staff, OC

SUBJECT : Annual Report of Records Holdings

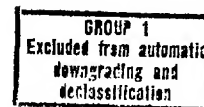
Attached is the Office of Communications Report  
of Records Volume for Fiscal Year 1968.



25X1A

Attachment:  
Report of Records Volume in Agency Offices  
FY 1968

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O/DDI

FY 1968 - Report on Records  
(Cubic Feet)

Component	On Hand 1967	On Hand 1968	Records	Ref.	FY - 1968 Destroyed	In Rec. Ctr.	No. of Reels of Mag Tape
ODDI	668.	622.	366.	256.	67.	118.	--
Comirex		38.	36.	2.	2.	--	--
OBGI	19,715.	17,412.	14,872.	2,540.	1,092.	466.	--
OCI	2,997.7	3,345.	2,609.	736.	2,703.	324.	--
CRS	56,476.	41,943.	22,169.	19,774.	1,583.	10,450.	524.
DCS (Hq)	1,921.	1,869.	1,818.	51.	103.	2,734.	
DER	3,044.	4,773.	3,011.	1,762.	958.	330.	
IAS	3,618.	3,618.	3,588.	30.	710.		
NPIC	31,937.	38,530.	36,128.	2,402.	9,144.	2,445.	3,650.
STATS REC	571.	486.3	466.3	20.	147.	365.	
OSR		2,357.	1,981.	376.	334.	30.	
	6,162.3	6,321.	1,100.	5,221.	750.	600.	
STATS SPEC	124,855.2	121,314.3	88,144.3	33,170.	17,593.	17,502.	4,174.
DCS	2,637.	2,696.	1,808.	888.	342.		
	6,460.7	3,762.	263.	3,499.	292.		
	1,987.	2,423.	1,192.	1,231.	278.		
Total Field	11,084.7	8,881.	3,263.	5,618.	912.		
TOTALS	135,737.	130,195.3	91,407.3	38,788.	18,505.	17,502.	4,174.

Totals for O/DD/

on hand 7/1/67	668.
	<del>358.0</del>
on hand 7/1/68	<u>366.0</u>
destroyed	67.0
library mat.	<u>256.0</u>

RD  
7/22/68

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UNCLASSIFIED CONFIDENTIAL SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	16 JUL 1968	
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

#### Remarks:

Attached are completed forms in response to request of 25 April 1968 covering O/DDI Admin, SRS, and Planning Staff. Other records management officers within DDI received copies of your notice directly and either have or will respond directly to your office.



FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

O/DDI GE0442 Hqs [REDACTED]

7/16/68

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O/DDP

FY 1968 - Report on Records  
(Cubic Feet)

Component	On Hand 7-1-1967	On Hand 6-30-1968	FY - 1968				
			Records	Ref.	Destroyed	In Rec. Ctr.	No. of Reels of Mag Tape
25X1A DDP HQ	39,166.	45,502.	38,002.	7,500.	11,000.	22,822.	3,619.
	234.	79.5					
	2,002.	19,362.					
	2,236.	19,441.5					
Totals	41,402.	64,943.5	38,002.	7,500.	11,000.	22,822.	3,619.



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